

NATIONAL CANCER INSTITUTE FREDERICK

OPERATIONAL AND TECHNICAL SUPPORT CONTRACTOR

Acquisition and Logistical Services Customer Guide

HOW TO PURCHASE GOODS AND SERVICES

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PREFACE

This guide provides information on the Operational and Technical Support (OTS) Contractor's Acquisition and Logistical Services (ALS) organization, the procurement process and how to requisition for supplies and services in support of the research mission of the National Cancer Institute, Frederick. The OTS Contractor uses the spirit and intent of the Federal Acquisition Regulation throughout the procurement process and therefore the material in this guide is subject to change based on revision of federal statutes or regulations.

TABLE OF CONTENTS

ACQUISITION ORGANIZATION AND RESPONSIBILITIES
Acquisition Support Overview
OTS Acquisition and Logistical Services Organization
Objectives and Responsibilities of the Acquisition Staff
Contracting Team
Acquisition Department Points of Contact
Major Steps and Timetable for the Procurement Process
Existing Subcontracts and Agreements
CUSTOMER GUIDANCE
The Goals and Responsibilities of the Customer
Avoiding Improper Business Practices
Unauthorized Procurements
Procurement Integrity and No Conflicts of Interest
Authorized Procurements Made by the Customer
Subcontracts and Purchase Cards
Petty Cash
PROCUREMENTS MADE BY ACQUISITION DEPARTMENTS
Purchase Request Process
STEP 1 Procurement Planning
STEP 2 Determine Need for Approvals and Justifications
Competition Requirements
Special Approvals
Costs Not Paid Via ALS Acquisition Departments
STEP 3 Completing the Purchase Request (Form CG 1-A)
STEP 4 Submit Purchase Request to the Purchasing Department

INFORMATION REQUIRED FOR SPECIAL OR UNUSUAL ACQUISITIONS	
Agreements for the Use of Experts	
Consultant Agreements (Advisory Services)	
Assistance Services	
Laboratory Services	
Books	
Central Serum Repository	
Construction and A-E Services	
Controlled Substances	
Fetal Bovine Sera	
Laboratory Supplies	
Manuscript Processing Fees	
Memberships	
Radioisotopes	
Reprints	
Research	
Sample Testing (Items Requiring Sample Testing)	
Select Agents	
Subscriptions	
Uniforms	
Water Services (Deionizer Exchange)	
ORDERING SERVICES AND PRODUCTS WITHOUT A PURCHASE REQUEST	
Blanket Purchase Agreements	
Equipment on Loan	
Laundry Service for Lab Coats	
Material Transfer Agreements	
Reimbursements	
Repairs (Scientific Equipment)	
Safety Eyewear	
Safety Footwear	
Service Maintenance Agreements	
MISCELLANEOUS SERVICES AND INFORMATION	
Rebate Offers	
Returning Supplies	
Trading in Equipment	
Training	
Warranty Expiration	
Acquisition Acronyms	

FORMS INDEX	Form Number
Purchase Request	<u>CG 1-A</u>
Purchase Request Addendum for Research	<u>CG 1-B</u>
Purchase Request Addendum for Construction and A-E Services	<u>CG 1-C</u>
Uniform Rental Information Form	<u>CG 2</u>
Justification for Other Than Full and Open Competition (JOFOC)	<u>CG 3</u>
Special Approval Routing Sheet for Purchase Requests	<u>CG 4</u>
Consultant Request Form	<u>CG 5</u>
Independent Contractor Questionnaire	<u>CG 6</u>
Deliverable/Work Product Form	<u>CG 7</u>
Consultant Sample Invoice	<u>CG 8</u>
Request for Vendor Service for Equipment	<u>CG 9</u>
Service Maintenance Contract Addition	<u>CG 10</u>
Worksheet for Limited Competition	<u>CG 11</u>
Product Comparison Worksheet	<u>CG 12</u>

ATTACHMENTS	NUMBER
Definition of GL Account Categories	<u>GG ATT 1</u>
Determining GL/Item Number	<u>CG ATT 2</u>
Item and Account Number List for Purchase Requests	<u>CG ATT 3</u>
Alphabetical Item Number List	<u>CG ATT 4</u>
Blanket Order Item Number List	<u>CG ATT 5</u>
IMPAC P-card Item Number list	<u>CG ATT 6</u>
Sensitive Property List	<u>CG ATT 7</u>

ACQUISITION ORGANIZATION AND RESPONSIBILITIES

Acquisition Support Overview

The National Cancer Institute (NCI) at Frederick, Maryland is a Federally Funded Research and Development Center (FFRDC) using the services of an Operational and Technical Support (OTS) Contractor to accomplish tasks that are integral to the mission and operations of the NCI Frederick facility. The NCI issues a prime contract requiring support in the development of knowledge and tools for diagnosis, treatment, and prevention of human cancer and AIDS. The prime contract requires the OTS Contractor to provide scientific and technical support to various NCI and National Institute of Health (NIH) programs including the acquisition of supplies and services.

The OTS Acquisition and Logistical Services Organization

The Acquisition and Logistical Services Organization (ALS) provides all purchasing, subcontracting, receiving, warehousing, distribution, and transportation services for the NCI Frederick operations and specific subcontracting support for the NCI, Bethesda, the National Institute for Allergies and Infectious Diseases, and other Institutes. ALS has the following three major acquisition departments:

ALS MAJOR ACQUISITION DEPARTMENTS	
Purchasing	The Purchasing Department is responsible for the acquisition of all commercially available products.
Construction Subcontracts (CS)	The Construction Subcontracts Department is responsible for all Construction and Architect - Engineering (A-E) subcontracting.
Research Subcontracts (RS)	The Research Subcontracts Department procures goods and services to support research and development activities of NCI. They are also responsible for all commercial acquisitions for services and consultant agreements.

The Responsibilities and Objectives of the Acquisition Staff

The Acquisition Staff is responsible for selecting the most efficient and cost effective method of procuring supplies and services while following the “spirit and intent” of the Federal Acquisition Regulation (FAR). To that end the procurement methods used are intended to satisfy the customer in terms of cost, quality, and timeliness of the delivered product or service. The OTS Contractor uses the FAR principles to accomplish these objectives by maximizing the use of commercial products and services, using proven subcontractors, promoting competition, minimizing administrative operating costs and conducting business with integrity, fairness and openness.

The Contracting Team - Successful contracting in a large organization requires the coordination and cooperation of many players. The following are the major participants in the acquisition process:

CONTRACTING TEAM DUTIES AND RESPONSIBILITIES	
Acquisition Department Managers	The Acquisition Department Managers for Purchasing, Construction and Research Subcontracts are responsible for managing the day to day operation of their respective functional areas and providing technical leadership to staff members.
OTS Contracting Officer	The OTS Contracting Officer is the only official authorized to make purchases and enter subcontracts on behalf of the OTS Contractor
Government Project Officers	Project Officers are NCI technical or scientific personnel who have been assigned to oversee an approved project.
OTS Contracting Officer's Technical Representative (COTR)	The OTS Contracting Officer's Technical Representative (COTR) is the OTS technical expert who is designated by the OTS Contracting Officer to assist in monitoring and administering the technical aspects of the subcontract. The COTR also coordinates the procurement requirements with the NCI Project Officer and the appropriate OTS Acquisition Department for complex procurements or when required.
*Subcontract Specialists	The Subcontract Specialist is responsible for pre-award and post-award functions for a variety of contract types within Construction and Research Subcontracts Departments. Supervisory Subcontract Specialists also serve as OTS Contracting Officers.
*Buyers	Senior Buyers and Buyers are responsible for procurements for services and supplies at various dollar levels, risk and complexity within the Purchasing Department.
*Order Clerks	This position procures general materials and supplies under the direction of the buying staff and various administrative and data entry functions.

*These positions are responsible for working directly with the customer in fulfilling purchase requests and providing advice and guidance throughout the procurement process.

POINT OF CONTACT MATRIX

The following chart lists the Management Support for the Acquisition and Logistical Services Organization. For additional information, see the ALS Organization Charts or the Who to Call List (available on ALS website).

MANAGEMENT SUPPORT	NAME AND PHONE
OTS Technical Support - OTS technical experts support the Government's needs and coordinate the procurement and/or logistics requirement.	TBD By Program
Purchasing Department Manager -Donna Follin	846-1124
Construction Subcontracts Department Manager - Chad Hildebrand	846-5422
Research Subcontracts Department Manager - Greg Davis	228-4011
Research Subcontracts Department Assistant Manager – Annette Bishop	228-4003
Logistics Support Department Manager – Byron Bowie	846-1159

THE MAJOR STEPS AND TIMETABLE FOR THE PROCUREMENT PROCESS

The following chart represents the major steps for the procurement process for new orders or subcontracts, the person responsible for the action, and the average time for completion.

ACTION	RESPONSIBLE PARTY	*	**
Identify Government's Requirements	NCI Project Manager	N/A	N/A
Provide Technical Support to NCI Project Manager, Conduct Market Research, Develop Purchase Requisition and Coordinate with Procurement Department	OTS Technical Expert	N/A	N/A
Conduct Market Research	OTS Technical Expert	N/A	N/A
Develop Purchase Requisition with input from NCI Project Manager	OTS Technical Expert	N/A	N/A
Obtain Special Pre-Approvals	OTS Technical Expert	N/A	N/A
Coordinate with Procurement Department	OTS Technical Expert	N/A	N/A
Review Purchase Request for Sufficiency	Buyer/Subcontract Specialist	1-2	3-5
Develop Acquisition Plan (>\$100K)	Subcontract Specialist/OTS Technical Expert	N/A	5-7
Obtain all reviews and approvals including Subcontract Review Board when > \$500K	Buyer/Subcontract Specialist	1-3	15-20
Post procurement to advertise opportunity >\$25K	Buyer/Subcontract Specialist	15	15
Review of solicitation and proposal submission for Commercial Products >\$100K and Construction and Research Subcontracts	Subcontractor	30	30
Receive and analyze proposal for technical acceptability and cost/price reasonableness for commercial products and non-competitive subcontracts	Buyer/Subcontract Specialist/OTS Technical Support	1-5	7-15
Receive and analyze proposal for technical acceptability and cost/price reasonableness for competitive Construction and Research Subcontracts	Subcontract Specialist/OTS Technical Support	N/A	30-90
Prepare acquisition summary with negotiation objective and negotiated agreement demonstrating cost/price reasonableness	Buyer/Subcontract Specialist	1-3	5-7
Coordinate all aspects of pricing and Terms and Conditions with all affected parties	Buyer/Subcontract Specialist	1-5	3-5
Obtain Internal CRB > \$500K and Risk Management Review >\$1M and NCI Contracting Officer Approval if required.	Subcontract Specialist	N/A	5-10
Award	Buyer/Subcontract Specialist/OTS Contracting Officer	1-3	3-5

Note: The average days from receipt of purchase requisition to award is based on normal workload for individual procurement personnel.

* Average Time to Complete Action in Purchasing Department

** Average Time to Complete Action in Subcontract Departments (days are cumulative)

Existing Subcontracts and Agreements – All three acquisition departments have existing subcontracts and agreements for goods and services established for repetitive needs. These existing subcontracts and agreements are negotiated with vendors to establish “accounts” that allow faster ordering procedures and turn around time. While most of these existing subcontracts and agreements are issued by the Purchasing Department, they are also awarded by Construction Subcontracts and Research Subcontracts for specific projects and programs. For a list of existing subcontracts or agreements issued by the Purchasing Department for supplies and services see <http://web/campus/als> and click on “Blanket Orders by Vendor” This list is continuously updated therefore note the date on the listing when using as a reference. For a list of existing subcontracts issued by Construction Subcontracts or Research Subcontracts, contact the Department Managers.

CUSTOMER GUIDANCE

The Goals and Responsibilities of the Technical Customer

The technical customer is responsible for supporting the buying activity in maintaining good stewardship of federal funds. In so doing, the technical customer is expected to provide the appropriate information and participation to ensure that procurements are conducted with integrity, fairness and in the best interest of the Government.

Avoiding Improper Business Practices

Customers must be careful to avoid improper business practices by not ordering supplies or services if not authorized to do so, ordering only mission related items, and being careful to protect sensitive information. Please read the following carefully. Any questions on the following two issues should be directed to any Acquisition Manager.

Unauthorized Procurements

Only authorized personnel acting within the scope of their authority may enter into a contractual commitment with a vendor or subcontractor. Because of the seriousness of unauthorized personnel committing funds on behalf of NCI, procedures explaining the circumstances of the event and procedures to prevent reoccurrence have been established. Unauthorized commitments may be cause for disciplinary action for the person lacking the authority to commit funds as well as being responsible for reimbursing the vendor or subcontractor.



Procurement Integrity and No Conflicts of Interest

Disclosure of source selection information, business proposals and/or financial information of offerors to unauthorized parties is strictly prohibited. Anyone participating in the procurement process must refrain from any private business or professional activity that would conflict between their private interests and their legal ethical responsibilities while participating in procurement activities.

AUTHORIZED PROCUREMENTS MADE BY THE CUSTOMER

Subcontracts and Purchase Cards – Authorized customers may place orders against existing subcontracts and agreements or make buys with a purchase card. Instructions, training and guidance for issuing orders and using credit cards are not covered in this document. However, customers are encouraged to obtain such authorization to streamline purchases under \$2,500 and/or expedite delivery of routine supplies or services. For obtaining authority to issue orders or obtain a purchase card see the Point of Contact Matrix or Who to Call List.

Petty Cash – Petty cash is available for out-of-pocket purchases of materials and supplies not exceeding \$100.00. For reimbursement, complete request form available from Beth Kelly x1533 in the Finance and Accounting Department. Submit the completed form with original receipt to the Purchasing Department. (See Point of Contact Matrix or Who to Call List for responsible individual) **Note:** Items requiring Special Approval or considered “sensitive items” may not be purchased via petty cash. A complete list of items that can not be purchased through the Petty Cash mechanism follows:

- Materials, supplies, and services requiring prior NCI approval (COA) or other Special Approval (Special Approval Routing Sheet form CG 4)
- Travel expenses, such as registration fees, meals, lodging expenses, commercial transportation costs, facsimile or telephone calls)
- Items on the Sensitive Property List (see Attachment 7), including cell phones, Blackberries, etc.
- Items identified as unallowable in accordance with NCI-Frederick contracts (decorative and personal effect items such as pictures, plants, personalized stationery or greeting cards, food/drink items, mediations (other than for animals), coffee pots & toasters).
- Payments for services to an employee or another individual, which must be reported differently for tax purposes.
- Materials & Supplies for which the identical item is available through the Central Supply Warehouse or Maintenance Warehouse are limited to an amount NOT to exceed that which would have been incurred had the items been requisitioned from the Warehouses.
- All costs identified as unallowable in accordance with FAR 31.205.

PROCUREMENTS MADE BY ACQUISITION DEPARTMENTS

All supplies and services procured by any of the OTS Acquisition Departments must be requested on a Purchase Request Form CG 1-A or by entering requirement directly into the Management Information System (MIS). Because the amount of information required is based on the complexity, approval requirements, and competitive nature of the requirement, additional forms may be needed. For example, if the acquisition is for research, Form CG 1-B (Purchase Request Addendum for Research) is also required. If the acquisition is for construction or A-E services, Form CG 1-C (Purchase Request Addendum for Construction) is also required.

PURCHASE REQUEST PROCESS	
STEP 1.	Plan request in sufficient time to allow for appropriate procurement process
STEP 2.	Determine need for approvals and justifications
STEP 3	Use Distributive Entry Method and enter requirement directly into Management Information System and attach appropriate justifications, and forms... or ... Complete Purchase Request Form CG 1A and any other required forms or information
STEP 4.	Submit Purchase Request Package using Form CG 1-A to the Purchasing Department

STEP 1 PROCUREMENT PLANNING

Every acquisition requires planning. The time and effort spent on the planning phase is based on numerous factors. Simple items or services may only require a quick search on the internet to gather item descriptions, vendors and pricing for completion of a purchase request. However, if the item or service is for construction or research, the specifications may be unique and will require more time invested in developing work statements, obtaining pre-approvals, and considering competition requirements.

Large projects and complex procurements should be discussed with the OTS Technical Support Office and the Acquisition Department Manager well in advance of submitting a requisition to ensure timely award. Advanced discussions can identify any special considerations that may influence the price or award date.

Annual procurement plans should be developed at the Department level and discussed on an annual basis with the respective Acquisition Managers. Such meetings can identify program needs and allow the Acquisition Managers to identify procurement teams to handle workload and more efficiently support large programs and projects.

STEP 2 DETERMINE NEED FOR APPROVALS AND JUSTIFICATIONS

Competition Requirements

The OTS Contractor is required to use competitive procedures to the maximum extent practicable for all procurements over \$2,500. Anytime competitive procedures are not used, a justification explaining the situation must be provided by the customer as an attachment to the PR. Complete form entitled "Justification for Other Than Full and Open Competition"(Form CG 3) and attach it to the PR.

Requirement for NCI Contracting Officer's Authorization (COA) prior to making award/placing order for the following procurement actions:

The following types of actions shall be sent by the Purchasing Department to the NCI Contracting Officer for consent prior to award:

- Awards to SAIC-Frederick, Inc. or its parent (SAIC) organization or other NCI-Frederick contractors. This includes all businesses in which these organizations have an interest, including but not limited to affiliates and subsidiaries. In addition, all bids, proposals, or quotations received in connection with a particular solicitation or negotiation where an NCI-Frederick Contractor has submitted a bid, proposal, or quotation shall be submitted to the NCI-Frederick Contracting Officer for opening.
- Ratification of unauthorized acquisitions
- Purchase or lease of real property or any interest therein
- Advisory and assistance services and any consultant agreements for which costs will be incurred under this contract, or any use of SAIC-Frederick, Inc. personnel in an advisory or assistance service capacity (see OTS contract B.4.a.(5))
- Foreign and legal services subcontracts (see FAR Clause 52.244-2).
- Any training where total costs exceed \$250.00 per person
- Any leased or acquired vehicle

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SPECIAL APPROVAL PRODUCTS AND SERVICES

The matrix below describes acquisitions that require approval of the PR before submittal to the Purchasing Department. When special approvals are required, use "Special Approval Routing Sheet" (Form CG 4)

Acquisition Type	Approving Official	Approval Process
Select Agents, Hazardous Materials	Biological and Laboratory Safety Officer	Any acquisition that requires the delivery, shipping, disposal or handling of hazardous waste, dangerous chemicals, hazardous equipment, or pollutants must be reviewed for comment and instructions. (See http://www.cdc.gov/od/sap/ for list of select agents)
Intellectual property	OTS IP Administrator	Deviation of Exceptional Circumstances (DEC) - When NCI has determined that retaining patent rights are in the best interest of the government, the OTS Contractor IP Administrator forwards a request up the NCI/NIH chain of command to obtain approval of NIH Director
Human Subjects, Tissue, Organs, Sera	NCI Institutional Review Board (IRB)	Any requirement using the participation of human subjects, tissue, organs and sera must be approved by the IRB. The Project Officer should provide approval or exemption documentation from the IRB with a PR requiring participation of human subjects.
Controlled Substances, Regulated Chemicals	OTS Contractor Controlled Substance Coordinator	All purchases for controlled substances, or regulated chemicals that will be used or delivered at the OTS Contractor and NCI facility must be approved by the responsible EHS Safety Officer (See http://www.usdoj.gov/dea/agency/csa.htm for list of controlled substances)
Live animals, rodent sera, animal-derived cell lines, monoclonal antibodies used in animals	OTS Laboratory Animal Sciences Program Coordinator	All purchases for animal use, purchase, or care must be approved by the OTS Coordinator of the Laboratory Animal Sciences Program for review and approval in connection with animal use and control in compliance with HHS policy.
Capital Equipment, Accountable Property and Sensitive Items	OTS Contractor Property Office	Property Office reviews purchase request for accountable property items to determine if items are available from excess property. (See Definitions for capital equipment and accountable property and list of sensitive items on Attachment 2)
Capital Equipment	The OTS Contractor Budget/Cost Management Department	The Budget/Cost Management Department of FAS reviews Purchase Requests for capital equipment to ensure availability of capital equipment funds (SAIC-Frederick, Inc. and NCI programs only).
*Capital Equipment	Building Coordinator	Building Coordinators review purchases of capital equipment that will be installed to determine adequacy of utility requirements. Technical data and/or vendor literature should be attached to Purchase Request.

* Includes appliances, furniture, systems, facsimile machines and answering machines, telephone, and data related items (LAN,WAN) that are to be reviewed for both adequacy of space and utilities, as well as any telephone/maintenance service request requirements.

COSTS NOT PAID VIA ALS ACQUISITION DEPARTMENTS

The following is a list of costs that are not processed through any Acquisition Department Purchase Request process. The appropriate mechanism and contact department is listed in parentheses.

- Material Transfer costs, whether formal Material Transfer Agreement or other material transfers handled by order forms (Direct Payment Form/Accounts Payable)
- Any employee-related travel costs (Various travel forms/Travel Department)
- Any cost involving a collaborative effort for which a formal agreement has not been established between SAIC-Frederick and the collaborator entity (Technology Transfer Branch, IP Administrator; inquiries to Administrative Officer or NCI Contracting Officer)
- Costs for items or services delivered to or for any entity other than NCI-Frederick without an established specific agreement. (Administrative Officer or ALS)
- Fees or expenses relating to a Visiting Scientist or Guest Researcher (Various forms/Human Resources)
- Costs are fees only, i.e. no purchase of a good or service. PR would be solely to initiate having a check cut. (Direct Payment Form/Accounts Payable)
 1. Sponsor a symposium even with approved funding.
 2. Memberships (p-card also)
 3. Fee to allow copying of printed matter

STEP 3 COMPLETING THE PURCHASE REQUEST

DISTRIBUTIVE ENTRY

The preferred method of submitting a Purchase Request is by having the customer enter the information directly into the Management Information System. This electronic method is known as Distributive Entry. It can obtain an electronic approval and allows the customer to immediately track status. The same information, approvals and justifications apply to this method of submitting a PR as the Form CG 1-A described below. The additional information and forms may be submitted as an attachment to the Distributive Entry method. For training and details on using Distributive Entry, contact Mel Lambert x5603.

COMPLETING A PURCHASE REQUEST (FORM CG 1-A)

The PR may consist of only a single form (CG 1-A) or may have additional pages as attachments for approvals, routing sheets, quotes, estimates, specifications, work statements, and/or any other data necessary. The entire PR package must provide enough information to ensure that the order or subcontract issued meets the requirements of the requester and the procurement policies of the Federal Acquisition Regulation, NCI and the OTS Contractor.

The Purchase Request form (CG 1-A) requires the completion of basic information about the requirement and authorizes expending funds. Simple buys that can be fully described on the PR form require no further documents. However for those procurements that require special pre-approvals, justifications or more descriptive information, additional forms are necessary as described throughout this document.

INSTRUCTIONS FOR COMPLETING PURCHASE REQUEST FORM CG 1-A	
Block	
1	Insert Center Number
2	Enter the date that the purchase request was prepared
3.	Enter appropriate Purchase Request Number. Obtain block of numbers from the ALS Website Forms Page http://web/campus/als/forms.stm
4.	Enter the requisitioning office, name, address, bldg. number and phone number
5.	Enter the name, address, building and phone for deliver of product or service
6.	Enter the suggested vendor or vendor's name, address, phone point of contact and vendor number – attach additional pages for additional vendors or enter "Best Source" if there is no suggested vendor
7	Enter the line number of the item
8.	Enter Item Number from Attachment 1
9.	Enter the vendor's catalog number (if applicable) and description of the item or service. Include information required for special or unusual acquisitions as described below. If PR is for research, also complete Form CG 1-B. If PR is for construction or A-E services, also complete Form CG 1-C.
10.	Enter item size/unit of purchase for each item (examples 20/cs, each, 500g)
11.	Enter the required quantity

12.	Enter the Estimated Unit Price of the item
13.	Enter the Estimated Extended Price of the Item
14.	Leave Blank – For use by Acquisition Department
15.	Leave Blank - For use by Acquisition Department
16.	Provide GSA Schedule Number if applicable
17.	Insert any additional cost and explain in Block 18 (e.g. freight.)
18.	Insert Estimated Total Amount of all costs including any additional pages
19.	Leave Blank – For use by Acquisition Department
20.	Provide any Special Instructions and/or List of Attachments
21.	Use Major Steps and Time Table chart above and fill in realistic delivery date. If urgent, state reason in Block 18 or attach additional pages.

STEP 4 SUBMIT PURCHASE REQUEST TO THE PURCHASING DEPARTMENT

The PR forms, applicable justifications, and any additional information are sent to the Purchasing Department as a single point of entry. The Purchasing Department reviews each request and determines the appropriate Acquisition Department responsible for completing the action. The Purchasing Department will either retain the PR for action or forward it to Construction or Research Subcontract Departments within 24 hours of receipt.

The PR may be sent by the internal mail system or hand carried. An urgent requirement may be faxed to the Purchasing Department if authorized by the Purchasing Manager. Call extension 1124 for authorization.

INFORMATION REQUIRED FOR SPECIAL OR UNUSUAL ACQUISITIONS


Because of the special nature and type of work conducted by the NCI, there are unusual products or services that require specific information or special handling. The following instructions are for additional information needed on the topics discussed. Attachments may be necessary if all that is required does not fit in Block 9 of the PR Form CG 1-A.

AGREEMENTS FOR THE USE OF EXPERTS	
Service Agreements are written to obtain specialized knowledge or expertise when it is not available at the NCI-Frederick. These agreements directly engage the time and effort of a subcontractor to provide advisory services or assistance services.	
Type of Service	Definition
Consultant Services	Obtain advice, opinions, alternatives, conclusions, and/or recommendations of experts from an independent contractor
Assistance Services	Obtain specific tasks information and/or evaluations
Laboratory Services	Occur when the subcontractor is provided material/information, performs a service, and returns the material/information in an altered format

Consultant Services (Advisory Services)	
Complete PR (CG 1-A) and provide the following additional information directly on PR or on additional pages. Complete and attach any forms specified below	
Complete Consultant Request Form (CG 5)	Provide a sole source justification describing why no other individual can perform the work within the timeframe required. Complete Justification for Other Than Full and Open Competition (CG 3)
Complete Independent Contractor vs. Employee Questionnaire (CG 6)	Provide a detailed statement of work including key tasks, critical success factors, duration, scope, milestones, dates for deliverables (including reports) tie payment to accomplishment of deliverables or milestones whenever possible
Provide resume/Curriculum Vitae of expert	Submit complete PR package to Purchasing Dept.
Assistance Services	
Complete PR (CG 1-A) and provide the following additional information directly on PR or on additional pages. Complete and attach any forms specified below	
Provide a detailed statement of work including key tasks, critical success factors, duration, scope, milestones, dates for deliverables (including reports)	Tie payment to accomplishment of deliverables or milestones whenever possible
<p>Note: The Research Subcontracts Department will coordinate with applicable Departments e.g. Protective Services and others if work will be performed on the NCI-Frederick campus. Additionally, any modification to the subcontract after award, including a change in work or price, must be requested by a memorandum to the Research Subcontracts Department and authorized by program area approval official.</p>	
Laboratory Services	
Complete PR (Form CG 1-A) and provide the following additional information directly on PR or on	

additional pages. Complete and attach any forms specified below	
Describe the information or material that will be transmitted to the subcontractor	Describe the end product or test results to be received and method of receipt (e.g. through Receiving, mail, e-mail, pickup, etc)
Provide detailed description of service needed (antibody production, custom libraries, labeling of probes, etc.)	Provide any other pertinent information, such as prior arrangements and discussions
Note: After obtaining authorization, the requestor must complete the Request for Shipment Form.	

BOOKS	
<i>Reminder – If \$2,500 or less, this item can be ordered with a purchase card by an authorized card holder. Every effort should be made to utilize the IMPAC VISA card.</i>	
Complete PR (CG Form1-A) and provide the following additional information directly on PR or on additional pages. Complete and attach any forms specified below	
Provide vendor name, address and telephone number and web site address	Provide membership number if membership discount is applicable
Complete title and ISBN number	Provide any pertinent information e.g. special discounts, special offers or considerations etc.
<i>Special Note:</i> See topic – REIMBURSEMENTS for books and training aids not exceeding \$500 that are heavily discounted or can ONLY be purchased at a meeting by the individual which will require reimbursement directly to the individual.	

	
CENTRAL SERUM REPOSITORY	
There is a Central Serum Repository available at the NCI-Frederick campus for storing sera. Storage arrangements must be made prior to submitting a PR to purchase sera. Regardless of storage location, provide the following information on the PR or as an attachment.	
Regardless of storage location, complete PR (Form CG 1-A) and provide the following additional information directly on PR or on additional pages. Complete and attach any forms specified below	
State that authorization was obtained to store sera in Central Serum Repository or.....	State if sera will be stored by vendor.
State if sera will be stored in another laboratory on campus or	State if there will be one shipment or a number of partial shipments
For Central Serum Repository storage, call X1346 for information concerning the type of material to be stored, storage fees, etc.	



CONSTRUCTION AND ARCHITECT ENGINEERING

The OTS Facilities Maintenance and Engineering Department (FME) shall provide technical and administrative support to the NCI. Therefore, NCI requirements should be coordinated through the OTS FME. The FME is responsible for providing the following:

Complete PR (Form CG 1-A and CG 1- C)

Check for special approvals

If non-competitive- complete Justification for Other than Full and Open Competition Form CG 3

Additional Special Approvals - A Maintenance Service Request (MSR) shall be prepared and submitted to the NCI Project Officer and the NCI Contracting Officer for conceptual and fiscal approval before ordering supplies or equipment, commencement of any work, or issuance of a solicitation relating to the following:.

- renovation or alteration of facilities
- construction (including Architect-Engineer (A-E) design
- preventative maintenance and repair of facilities estimated to exceed \$50,000 in Materials and Supplies (M&S) or labor, or a combination of M&S and labor

The MSR is prepared and submitted by the OTS Contractor Facilities, Maintenance and Engineering (FME) Department. FME shall show proof of the approved MSR, the conceptual approval, trend reports and fiscal approval with the Purchase Request submitted to the Construction Subcontract Department for subcontract action.



CONTROLLED SUBSTANCES

(Requires Special Approval)

All purchases for controlled substances that will be used or delivered to the NCI campus must be approved and controlled by the OTS Controlled Substance Coordinator.

See <http://www.usdoj.gov/dea/agency/csa.htm> for list of controlled substances.

Complete PR (Form CG 1-A) and provide the following additional information directly on PR or on additional pages. Complete and attach any forms specified below

Complete Special Approval Routing Sheet CG 4


Provide recipients name- (*recipient must have Attended special training and be listed on the Controlled Substance log sheet.)

State intended use

* If recipient is not already on the log sheet, training will be scheduled through the OTS EHS upon receipt of the PR and Special Approval Request. However, this will add more time before the order is placed.

FETAL BOVINE SERA	
When there is an anticipated need for more than 20 bottles of Fetal Bovine Sera, the procurement must be handled through the Purchasing Department. Complete PR (Form CG 1-A) and provide the following additional information directly on PR or on additional pages. Complete and attach any forms specified below:	
Provide size and sample required to test (50ml, 100mle etc.	State hemoglobin level
Provide number of samples you wish to test (1 ea. sample from each vendor)	State if sera should be heat inactivated
State glass or plastic bottles	Give cell lines
Provide vendors you would like to test	If foreign or domestic material is used
Give quantity and size of bottles to be reserved during testing	Indicate frequency of delivery and approximate number of bottles per delivery (if one-time delivery of all materials – indicate where sera is to be stored; either *Central Repository or other laboratory)
State endotoxin level	State approximately how long testing is required
	Give other pertinent criteria
<p>NOTE: If sera is to be stored in the Central Repository – route PR through the Central Repository for review. The Central Repository will route the PR to the Purchasing Department.</p> <p>Upon completion of testing, send a memorandum or e-mail to the Contract Specialist/Buyer assigned to the PR indicating the lot chosen. Choosing other than the lowest bid requires a memorandum or e-mail justifying the reason for the selection. Detail the negative repercussions if low-bid item were used. Include test results substantiating justification.</p>	
IMPORTANT THINGS TO REMEMBER	Do not call vendors to request samples
Do not discuss pricing with vendors	Do not call vendor and release lots

Contact the Contract Specialist or Buyer to provide information on the above issues

 LABORATORY SUPPLIES	
<p>The OTS Contractor has established subcontracts for laboratory supplies, apparatus, glassware, chemicals, and reagents which allow for faster delivery. Requesters are required to check the vendor catalogs for the vendors listed below. Blanket Orders have been established for these vendors or complete PR (CG 1-A) and provide the following additional information directly on PR or on additional pages. Complete and attach any forms specified below</p> <p><i>(Vendor catalogs are available from the Central Supply Warehouse upon request.)</i></p>	
Current Vendors	Provide the following information on PR
Fisher Scientific Company (large business)	vendor name
	catalog number
A. Daigger & Company (small business)	item description
	quantity needed
<p>A PR submitted for these categories of items from vendors other than the contract vendors will be cross referenced against the established contracts. If the item under the subcontract is different than requested, the requester will be notified for approval prior to placing the order. Otherwise, the order will be placed without notice.</p>	


MANUSCRIPT FEES	
Reminder – If \$2,500 or less, this item can be ordered with a purchase card by an authorized card holder. Every effort should be made to utilize the IMPAC VISA card.	
Complete PR (CG Form1-A) and provide the following additional information directly on PR or on additional pages. Complete and attach any forms specified below	
Provide vendor name, address and telephone number	Provide authors names
Provide copies of any forms from the publisher/journal	Give title and number of manuscript

MEMBERSHIP FEES	
Reminder – If \$2,500 or less, this item can be ordered with a purchase card by an authorized card holder. Every effort should be made to utilize the IMPAC VISA card.	
Complete PR (CG Form1-A) and provide the following additional information directly on PR or on additional pages. Complete and attach any forms specified below	
Provide vendor name, address and telephone number	Provide member name Dues for memberships to job-related organizations for contractor employees.
Provide renewal forms and dates	Government employees – must pay for the membership or the difference between the membership and the cost of a subscription included with the membership.
Special Note: See topic REIMBURSEMENTS if it is less costly for an individual to pay the membership fee and be reimbursed.	

RADIOISOTOPE <i>(Requires Special Approval)</i>	
Complete PR (Form CG 1-A) and provide the following additional information directly on PR or on additional pages. Complete and send to the Purchasing Department. If using Distributive Entry, route electronically for approval by Radiation Safety Officer.	
Use GL/Item number 5440-1000000 Requestor name listed on PR must be trained and currently on Radiation Program specified on PR. Note: Do not use the CG4 Routing Sheet REQUESTOR MUST BE VALID ON RADIATION PROGRAM	Approval will be by Smartstream electronic routing only. If program area utilizes Distributive PR Entry, utilize workflow to submit through EHS to Purchasing Department. If program area does not utilize Distributive PR entry, submit hard copy PR to Purchasing Department, who will utilize Smartstream workflow to obtain EHS approval.

Give catalog number	Provide compound, isotope and size required
Give Radiation Program number	State quantity
NOTE: PR's for radioisotopes will be sent by the Purchasing Dept. to the OTS Radiation Safety Office for approval before an order is placed. Orders requiring next day delivery to the NCI campus must be received in the Purchasing Dept. no later than 2:30, one working day prior to the required delivery date. All emergency requests after 2:30 must have the OTS Radiation Safety Office approval before submitting to the Purchasing Department.	

REPRINTS	
Reminder – If \$2,500 or less, this item can be ordered with a purchase card by an authorized card holder. Every effort should be made to utilize the IMPAC VISA card.	
Complete PR (Form CG 1-A) and provide the following additional information directly on PR or on additional pages. Complete and attach any forms specified below	
Provide vendor's complete name, address telephone number, copy of reprint order form and all price lists	List any known additional charges, such as author alterations, page charges, color charges, etc.
Provide copy of reprint order form and all price lists	Provide manuscript number (if available)
Provide number of pages in article (even if page charges do not apply).	
<i>If vendor requires that the order form be returned by a specific date, do the following:</i>	
Fill out the order form	Make a copy for the order form
Ship To: NCI Frederick, Bldg. 1050, Boyles St, Frederick, MD 21702-1201 Attn: PO#	Mark it "copy" and attach to purchase request
Bill To: SAIC-Frederick, Inc. P.O. Box B, Frederick, MD 21702-1201	Send original to vendor
<i>The Purchasing Department will coordinate with Accounts Payable if prepayment is required</i>	

 RESEARCH	
Procuring research requires substantially more planning and information on the part of the customer as well as adding time before award due to the complexities of the procurement process.	
Complete PR (Form CG 1-A and CG 1- B)	
Check for special approvals	If non-competitive- complete Justification for Other Than Full and Open Competition Form CG -3

SAMPLES/TESTING	
Complete PR (CG 1-A) and provide the following additional information directly on PR or on additional pages. Complete and attach any forms specified below	
Give testing criteria	Provide specifications pertinent to the samples
<p>Upon completion of testing, send a memorandum or e-mail to the Contract Specialist/Buyer assigned to the PR indicating the material to be purchased. Choosing other than the lowest bid requires a memorandum or e-mail justifying the reason for the selection. Detail the negative repercussions if low-bid item were used. Include test results substantiating justification. Notify Contract Specialist/Buyer via e-mail or memorandum if low bidder is acceptable</p>	

SELECT AGENT <i>(Requires Special Approval)</i>	
<p>Any acquisition that requires the delivery, shipping, disposal or handling of hazardous waste, dangerous chemicals, hazardous equipment, or pollutants must be reviewed by the OTS Biological and Laboratory Safety Officer prior to the submission of a PR. (See "http://www.cdc.gov/od/sap/" for list of select agents.)</p> <p>Complete PR (form CG 1-A) and provide the following additional information directly on PR or on additional pages. Complete and attach any forms specified below</p>	
Complete Form CG 4, Special Approval Routing Sheet	NOTE: Items MUST be delivered initially to EHS, Biological and Laboratory Safety Officer, who will contact and transfer item to requester upon receipt.

SUBSCRIPTIONS	
<i>Reminder – If \$2,500 or less this item can be ordered with a purchase card by an authorized card holder. Every effort should be made to utilize the IMPAC VISA card.</i>	
Otherwise	
The OTS Contractor in most cases uses a subscription agency to coordinate and consolidate subscriptions and journals (except membership subscriptions). However, if the Purchasing Department determines that the subscription is not available from the agency or it is more cost effective to order directly from the publisher, a separate order is written.	
Complete PR (CG 1-A) and provide the following additional information directly on PR or on additional pages. Complete and attach any forms specified below	
New Subscriptions with Subscription Agency	<ul style="list-style-type: none"> • Journal name • Publisher • Price • Users name and location for mailing the subscription.
Transfer to Subscription Agency	<ul style="list-style-type: none"> • Same as above but add renewal notice or copy of the mailing label from the journal
New Subscriptions NOT using Subscription Agency	<ul style="list-style-type: none"> • Length of subscription – one year/two year • More than one person – list each name and location • Attach order form or renewal form
Agency Subscription Renewals: In June a notice providing all the subscriptions with the Subscription Agency needing renewal will be sent to the Directorates for review to determine if any changes are needed.	

Make any corrections, additions or deletions in **red** on both copies of the notice. The Purchasing Department will issue a new consolidated order to the subscription agency including the current information.

For **contractor employees** - provide individual's name receiving the journal. For **government employees**, provide the position title for the individual receiving the journal.

Special Note: See topic **REIMBURSEMENTS** if it is less costly for an individual to pay the subscription fee and be reimbursed.

UNIFORMS

Complete PR (CG 1-A) and provide the following additional information directly on PR or on additional pages. Complete and attach any forms specified below

Complete and attach Uniform Specifications Form
CG-2

Submit PR package to the Purchasing Dept.

WATER SERVICES (DEIONIZER EXCHANGE)

Complete PR (CG 1-A) and provide the following additional information directly on PR or on additional pages. Complete and attach any forms specified below

Note if regular 6 mo regeneration or emergency

Indicate if light is out on system (indicating
nonfunctional system)

Provide vendor account number

Provide date of last service call

Fax Purchase Request to X5311

ORDER SERVICES AND PRODUCTS WITHOUT A PURCHASE REQUEST

The following services and products may be requested on a Memorandum, telephone order or by the completion of forms other than a Purchase Request as follows:

BLANKET PURCHASE AGREEMENT <i>(No PR Required)</i>	
A Blanket Purchase Agreement (BPA) can be established for departments having repetitive needs. A BPA can be awarded to a vendor establishing "charge accounts" for supplies and services and authorization for making the actual purchase can be granted to the customer. Funds are not required until the actual order is issued to the vendor. Provide the following information on a memorandum signed by an authorized official.	
Describe items or services needed	Provide non-competitive justification or a list of suggested vendors.
Provide estimated annual dollar amount or estimated usage as currently anticipated	

EQUIPMENT ON LOAN <i>(No PR Required, unless freight, shipping, or supply costs required)</i>	
Before a vendor can place a piece of loaned equipment (equipment provided at no cost to SAIC-Frederick/NCI-Frederick regardless of use) at the NCI-Frederick facility a memorandum must be submitted to the Purchasing Department as soon as the need is known. It is not necessary to attach a proposed vendor agreement. The following information must be provided:	
Vendor name and contact person	Location for equipment and contact person
Description of equipment – state item name and basic configuration (hardware, software, beta) if detailed specific item number configuration not available yet.	Proposed term of the loan (estimate or can be determined later if not known)
Reason for loan and synopsise the research project.	State who pays for expendable supplies
Value of equipment (an estimate is sufficient)	Include PR to cover freight charges or expendable supplies, if applicable
Upon receipt of memo, Purchasing will work with vendor and the IP Administrator,	Purchasing can begin negotiations while details (including specific catalog number

Dr. Charmaine Richman, or any other pertinent internal staff to establish a formal Equipment Loan Agreement.	list) are being worked out.
Purchasing will involve program area contact person as necessary to finalize the agreement.	Purchasing personnel and the vendor sign the agreement. Vendor ships the product to the enduser.
The Purchasing Department will establish an agreement clearly stating that the OTS Contractor is under no obligation to pay for the equipment. This agreement minimizes risk of loss, damage, etc. to the OTS Contractor and the program area. Potential Intellectual Property and other issues are also addressed.	
Note: Equipment can not be delivered prior to completion of loan agreement by authorized parties from vendor and Purchasing Department, SAIC-Frederick, Inc.	

LAUNDRY SERVICE FOR LAB COATS (<i>No PR Required</i>)
Laundry services are provided through a contract issued by the Army. All questions concerning laundry service should be directed to: Cindy McNamara at the Jeanne Bussard Workshop at 301-663-9588 or Jerry Blue at the USAG at 301-619-7666.

MATERIAL TRANSFER AGREEMENTS (<i>Not a Purchasing function</i>)
Some materials (cell lines, mice, etc.) are not available to purchase; instead, the supplier transfers the material to us under the terms of a Material Transfer Agreement (MTA) whether ordered online or by a formal agreement.
Contacts for questions: Technology Transfer Branch (TTB), x5465, for NCI investigators, Dr. Charmaine Richman, x6308, for SAIC-Frederick investigators, Accounts Payable, x5638, for Direct Payment.
Payments to suppliers of materials obtained through Material Transfer Agreements (MTA), whether ordered online or by a formal agreement, are handled by utilizing either 1) the procurement card process or 2) a direct payment form that is sent to Accounts Payable to cut a check. The MTA Direct Payment Form is located on the NCI-Frederick Campus Forms webpage, http://web/campus/forms.asp , then click on ALS. Information and instructions for the form are provided on the second page for your convenience.

REIMBURSEMENTS (<i>No PR Required</i>)
Reimbursement for payments made by an individual for the following items requires a General Expense Report to be submitted to Cindy Farling, Purchasing Department, who will forward to Accounting. (Contact Beth Kelly x1533 for copy of General Expense Report Form)
Allowable Reimbursement Expense

Subscriptions and Memberships - If it is less costly for an individual to pay the fees then if the OTS Contractor pays as an institution.	
Books and Training Aids Not Exceeding \$500 - If they can <i>ONLY</i> be purchased at a meeting <i>OR</i> are heavily discounted at the meeting	
If in doubt as to what is allowable, contact Cindy Farling at X 5415 to avoid an unauthorized commitment – See topic “Unauthorized Commitment”	
The following information is required for proper processing and must be attached or listed on the Expense Report.	
Description should read: “reimbursement to (individual’s name) for (type of item)”	Provide copy of canceled check, (front and back) or copy of charge slip or statement
Provide Employee number of individual receiving payment	Provide documentation to verify original price versus the discounted price
Note: The Purchasing Department will forward to Accounts Payable.	

REPAIRS (EQUIPMENT) (No PR Required)
<p>The Request for Vendor Service (RVS) form is located on the Campus web page under Forms for ALS, and is used for time and material repairs, maintenance service contracts and repairs, and warranty service and repairs.</p> <p>Fax the RVS form to the Equipment Maintenance (EM) team to initiate a service call.</p> <p>If equipment is covered on a maintenance service contract or is under warranty, the end user may initiate a service call and fax RVS form to the EM team after service call is completed. This scenario is frequently appropriate, especially calls that are initiated with the technical services department.</p> <p>All Time and Material repairs must be initiated by the EM team. Any PR needed is created by the EM team. Phone: x5040, x5642 FAX: x6154</p>

SAFETY EYEWEAR (No PR Required)
<p>The OTS Contractor has an exclusive contract for safety eyewear. Contact the EHS Administrator for a “Request for Safety Eyewear Form”. Submit completed request with copy of prescription (less than one year old) to EHS Administrator for approval and schedule information on next Optician visit.</p>

SAFETY FOOTWEAR (No PR Required)
<p>The OTS Contractor has an exclusive contract for safety shoes and this is the only source to obtain safety footwear. Contact the Environmental, Health, and Safety Program (EHS) Administrator for a “Request For Safety Shoes Form”. Submit completed request to EHS for approval and schedule information on next Shoe Mobile visit. The Shoe Mobile carries a wide variety of styles and sizes. In most cases footwear is available the same day. Should the contract</p>

not fulfill a particular need, a justification must be signed by the program area Manager/Director and submitted to the Purchasing Department for concurrence prior to obtaining by a different procurement mechanism.

SERVICE MAINTENANCE AGREEMENTS (*No PR Required*)

Service maintenance agreements are issued annually for the maintenance and repair of equipment. The OTS Contractor will notify the program area of equipment that is or should be covered by a service/maintenance agreement. Items requiring maintenance must have a completed "Service Contract Addition Form" (ALS Form SC01) found at <http://web.ncifcrf.gov/campus/als/sca/> and send to the Purchasing Department (Bldg #1050). The Purchasing Department initiates the purchase request. If it is determined a new contract is necessary, the requester will be notified of the vendor, purchase order number, and cost.

MISCELLANEOUS SERVICES AND INFORMATION

REBATE OFFERS - The customer may apply for the rebate directly from the vendor. The check should be made payable to the NCI-Frederick if at all possible. If the check has to be made payable to an individual, it must be endorsed upon receipt to the NCI-Frederick. The check should be forwarded to Accounts Payable, indicating the cost center to be credited.

NOTE: Rebates are encouraged; however, no employee may take personal advantage of any rebates.

RETURNING ITEMS - The following are the procedures to return supply items received damaged, shipped incorrectly, ordered incorrectly or not acceptable:

Reason	Time Discovered After Delivery	Do the Following
Damaged or Shipped Incorrectly	Within 10 working days	Contact the Receiving Department at X1172
Damaged or Shipped Incorrectly	After 10 working days	Contact the Contract Specialist/Buyer that issued order/subcontract
Ordered Incorrectly or Not Acceptable	Anytime	Contact Customer Assistance Hot Line X5168

DO NOT – set up for return with the vendor. ALS personnel will coordinate the return. Should the return be deemed necessary through discussions with the vendor's technical services department, the requestor must forward all pertinent information to ALS so the appropriate changes for the return and any replacement item can be made in the MIS. This step is important to enable the timely delivery of the replacement item to the program area upon receipt in the Receiving Department.

TRADING IN EQUIPMENT - Provide the Serial Number, NIH Number, and description of the current piece of equipment or specify the component of the equipment if it is not the entire item. The Purchasing Department will use the purchase value and/or obtain the component to determine if trading in the equipment is in the best interest of NCI.

TRAINING - Only custom training courses developed from customer specifications are purchased by the Acquisition Departments. Employees who desire to attend established training courses must reference the Travel Policy Manual and submit requests as specified in that manual.

WARRANTY EXPIRATION - ALS Property Database contains the warranty expiration date for equipment. Each quarter the Purchasing Equipment Maintenance Team extracts the warranties that will expire in the next three months and sends this information to the PCO (Property Contracting Officer). The PCO or other authorized representative from the Program Area must determine if a service contract is necessary. To make this determination, reference the OTS Contractor Scientific and Support Equipment Service Contract Policy.

ACQUISITION ACRONYMS

ACRONYM	DESCRIPTION
A&E	Architect and Engineering
A/OPC	Agency/Organization Program Coordinator
ALS	Acquisition and Logistical Services
AO	Administrative Officer
ARNet	Acquisition Reform Network
BAFO	Best and Final Offer
BPA	Blanket Purchase Agreement
BPO	Blanket Purchase Order
CAO	Card Approving Official
CCR	Central Contractor Registration
COA	Contracting Officer Approval
COTR	Contracting Officer's Technical Representative
COTS	Commercial Off the Shelf
CPFF	Cost Plus Fixed Fee
CPSR	Contractor Purchasing System Review
CR	Clarification Request
CRC	Credit Card
DVT	Disabled Veteran Owned
ECCN	Export Classification Control Number
EDI	Electronic Data Interchange
EPA	Environmental Protection Agency
FAR	Federal Acquisition Regulations
FAS	Finance and Administrative Systems
FASA	Federal Acquisition Streamlining Act
FFP	Firm Fixed Price
FGN	Foreign
FOB	Free on Board
FOIA	Freedom of Information Act
FSS	Federal Supply Schedule
GAO	General Accounting Office
GOCO	Government Owned, Contractor Operated
GPO	Government Printing Office
GSA	General Services Administration
HUBZone	Historically Underused Business Zone
IMPAC	International Merchant Purchase Authorization Card
IT	Information Technology
JOFOC	Justification for Other than Full and Open Competition
MFR	Manufacturer
MOD	Modification
NAICS	North American Industrial Classification System Code

NON	Non Profit
OFPPA	Office of Federal Procurement Policy Act
OTS	Operation and Technical Support
PC#	P-card order number
P-Card	Purchase Card
PO	Purchase Order
POC	Point of Contact
POP	Period of Performance
PR	Purchase Requisition
RFP	Request for Proposal
RFQ	Request for Quote
RMA	Return Material Authorization
S&H	Shipping and Handling Charge
SADBU	Small and Disadvantaged Business Utilization
SDB	Small Disadvantaged Business
SML	Small Business
SOA	Statement of Account
SPGM	Scientific Publications, Graphics & Media Dept
T&M	Time and Materials
VET	Veteran Owned Business
WOB	Woman Owned Business
ITAR	International Traffic in Arms Regulations
JIT	Just in Time
JWOD	Javis-Wagner-O'Day Act